



Job Aid:

Locate a Grant Posting and Create a Response Part 2 (logged-In)

This Job Aid shows how to:

- Locate a Grant Posting
- Read a Grant Posting
- Additional resources (registration, other job aids)

Of Special Note:

All state agencies are subject to 815 CMR 2.00, State Grants, Federal Grant Awards, Federal Sub-grants and Subsidies as well as the [Office of the Comptroller's policy on State Grants, Federal Sub-Grants, and Subsidies](#). Departments must use COMMBUYS to publicly post the availability of a discretionary Grant or Grant Program and publish the results of grantee selections. Use of COMMBUYS to receive electronic quotes for grant opportunities is optional; however, state agencies are encouraged to require grantees to register and submit quotes (applications) through COMMBUYS, which provides a central repository for receipt of electronic applications. As more grantees use COMMBUYS to identify grant opportunities, they will have a single location to apply for grants from multiple state agencies, resulting in efficiencies for both the grantees and the state agencies.

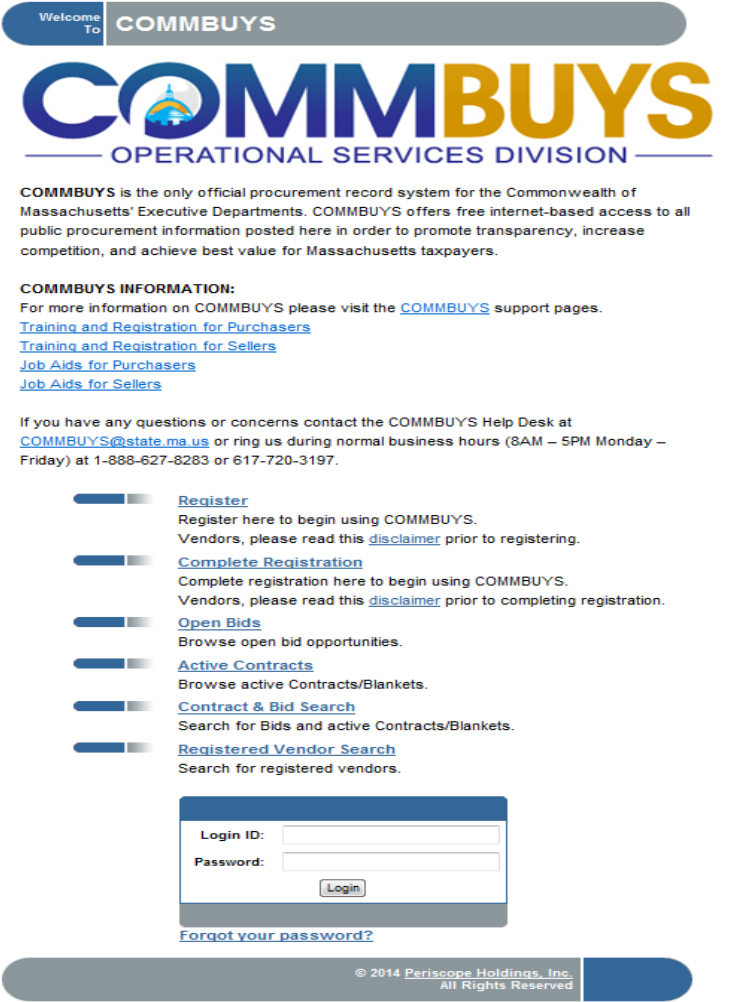
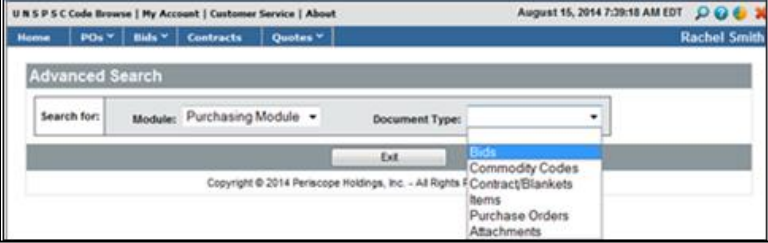
This job aid is for potential grantee(s) that want to locate a grant opportunity and intend to submit a response online in the COMMBUYS system. This job aid will walk a COMMBUYS user, who has a Vendor account in COMMBUYS, through the process of creating a quote to respond to a bid/grant application in COMMBUYS.

It is the potential grantee's responsibility to read the bid/grant application and any attachments in its entirety prior to creating a quote/submitting an application. It is strongly recommended to create a bid specific folder that is easily accessible with any completed documents or forms that need to be uploaded with your quote/application. Be sure to follow any file upload instructions that may be indicated by the Grantor in the language of the Grant Notice/Application i.e. naming convention, file description, or other instructions. Upon award there may be additional forms/signatures required to execute the grant award.

For questions concerning information required to set up a Vendor profile in COMMBUYS, please consult your business office or legal department.

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| Screenshot | Directions |
|--|--|
|  | <p>Step 1</p> <p>Launch the COMMBUYS website by entering the URL www.commbuys.com, into the web browser.</p> <p>You must be logged into your COMMBUYS Vendor account to perform the tasks in this job aid.</p> <p>This job aid provides (4) examples of how to search for the Bid/grant application:</p> <ul style="list-style-type: none"> • Search using the Bid # (step 3) • Search by Organization (step 4) • Search by Purchaser (step 5) • Search by NEW UNSPSC Grant Opportunity Code (step 6) <p>And how to Create and Submit a Quote, which starts on step 8.</p> |
|  | <p>Step 2</p> <p>Search by Bid Number.</p> <ul style="list-style-type: none"> • Select the magnify glass on the navigation bar. • Select the Purchasing Module and use Bids from the Document Type drop down menu. |



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Screenshot

Advanced Search

Search for: Module: Purchasing Module Document Type: Bids

Search Using: ALL of the criteria

Find It Clear

Bid # BD-14-1002-1003-001-00

Bid Description

Organization

Department

Location

Type Code

Catalog

Purchase Method

U N S P S C

Segment-Family

U N S P S C

Class

Commodity-EPP

Find It Clear

Results

| Bid # | Description | Purchase Order # | Purchase Method | Bid Opening Date | Orga |
|----------------------------------|-----------------------------------|------------------|-----------------|------------------------|----------------|
| BD-14-1002-1003-001-000000000040 | Agricultural Energy Grant Program | | Open Market | 05/30/2014 04:00:00 PM | Department Res |

Exit

Directions

Step 3.

- Enter the **Bid number** to the Bid # field.
- Select **Find It**.
- Search results will display upon refresh.
- Select Bid # Link to view.

Advanced Search

Search for: Module: Purchasing Module Document Type: Bids

Search Using: ALL of the criteria

Find It Clear

Bid #

Bid Description

Organization 1002 - Department of Agricultural Resources

Department

Location

Type Code

Catalog

Purchase Method

U N S P S C

Segment-Family

U N S P S C

Class

Commodity-EPP

Find It Clear

Results

1-25 of 144
1 2 3 4 5

| Bid # | Description | Purchase Order # | Purchase Method | Bid Opening Date | Organization |
|-----------------------------------|----------------------|------------------|-----------------|------------------------|--------------------------------------|
| BD-14-1002-1003-001-0000000000118 | MARS VETERINARY FY14 | | Open Market | 04/10/2015 12:00:00 PM | Department of Agricultural Resources |


Step 4

Search by Organization.

- Select the agency or department from the **Organization** drop down menu.
- Select **Find it**.
- Search results will display on refresh.
- Select **Bid #** Link to view.

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|---|--|
|  <p>Acknowledge Receipt and View Solicitation</p> <p>Bid # 00000195 Bid Description pwr 6/13/14 life preservers</p> <p>Acknowledge Receipt and View Solicitation Click Yes to acknowledge that, by downloading this bid, you: 1. Agree to receive all future correspondence regarding this solicitation via email. 2. Agree to maintain your vendor profile to ensure accuracy and current email contact information (vendor email field/organization administration tab). 3. Agree to adhere to all COMMBUYS requirements (attachments, terms/conditions, etc.) when responding to a Bid. 4. Agree that a Quote MUST be submitted prior to the due date and time stated in COMMBUYS (referred to as the "Bid Opening Date/Time" in COMMBUYS). 5. For Quotes submitted electronically through COMMBUYS, agree that a Quote (i.e., a response to a bid) is not considered submitted, unless you are in receipt of a confirmation email stating that the Quote has been received. (To submit a Quote, click on the Submit button on the Summary Tab). 6. For Quotes submitted electronically through COMMBUYS, agree that a Quote that remains in an "in progress" status at the time of the Bid Opening Date/Time will not be accepted; including Quotes in the process of uploading attachments. Click Proceed if you agree with the above and if you wish to continue.</p> <p>Yes No</p> | <p>Step 7</p> <p>Acknowledge Receipt and View Posting.</p> <p>Any time you select a Bid/Grant Application link, a new page opens with a message requesting you acknowledge receipt of the Bid (Grant Application). Click Yes to acknowledge receipt of the bid (Grant Application).</p> <p>In this acknowledgement you agree to the following:</p> <ul style="list-style-type: none"> ○ Receive future correspondence to this solicitation (grant application) via email. ○ Agree to maintain your vendor profile for accuracy and current contact information. ○ Agree to adhere to COMMBUYS requirements. ○ Agree that the quote MUST be submitted prior to the due date. ○ Agree an online quote responses is not considered submitted until you are in receipt of a confirmation email stating your response has been received. ○ Agree that a quote submitted electronically that remains "in progress" status at the time of Bid opening will not be accepted (including quotes in the process of uploading attachments). <p>If you select NO you may still view the bid/grant application but will not receive any notifications regarding updates or amendments.</p> |



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Screenshot

Bid Solicitation: 00000213

Bid Number: 00000213
Description: OSD - TDM
Bid Opening Date: 00/10/2014 12:43:00 PM

Purchaser: Ritchie Waters
Organization: Organization 012
Department: 01-201 - Department
Location: A001 - Bus Parking
Type Code: A001 - Bus Parking
Allow Electronic Quote: Y/N
Alternate ID:
Required Date:
Available Date: 00/17/2014 12:43:00 PM
Info Contact:
Informal Bid Flag: No
Purchase Method: Open Market
Bid Type: OPEN

Pre Bid Conference:
Bulletin Desc:

Ship to Address: Kimberly McPhail
 1 Congress Street
 Boston, MA 02115
 US
 Email: kimberly.mcphail@massnet.state.ma.us
 Phone: (603) 688-6000

Bill to Address: Kimberly McPhail
 1 Congress Street
 Boston, MA 02115
 US
 Email: kimberly.mcphail@massnet.state.ma.us
 Phone: (603) 688-6000

File Attachments: Commonwealth Terms and Conditions - Pre-Bid Conf 001 - Business Reference Form

Form Attachments:

| Question # | Print Sequence | Required | Question | Response |
|------------|----------------|----------|---|----------|
| 1 | 1.0 | Yes | Does your company have at least 3 years experience? | |
| 2 | 2.0 | No | Does your company offer alternative BFR products? | |

Item # 2: (10-19-17-01-0000) 10-19-17-01-0000 - Annual contract traps

| Qty | Unit Cost | UOM | Total Discount Amt | Tax Rate | Tax Amount | Total Cost |
|-----|-----------|-----------|--------------------|----------|------------|------------|
| 0.0 | | EA - Each | | | | |

Manufacturer:
Brand:
Model:
Package:

[View Page](#) [Create Quote](#) [Bid S & A](#) [Exit](#)

Directions

Step 8

Review the Bid/Grant Posting.

The Bid/grant posting opens and displays a summary of details. Information displayed includes:

- Purchaser
- Department
- Contact for this bid
- Pre-Bid Conference details – if applicable
- Ship-to and Bill-to Addresses
- Questions
- Any attachments to the Bid

Note: Be sure to read all attachments and read, complete and/or submit as instructed.

Step 9

The key dates and information of the bid:

- Bid Date – date bid was posted on COMMBUYS.
- Required Date – not used by the Commonwealth.
- Bid Opening Date – date the bid closes and no further quotes will be accepted.
- Informal Bid Flag – buyer will be able to view responses as they are sent in, as opposed to only on the Bid Opening Date.



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Screenshot

Item Information

Item # 1: (10-10 - 15) Electron Microscope

UNSPSC Code: 10-10 - 15

| Qty | Unit Cost | UOM | Total Discount Amt. |
|-----|-----------|-----------|---------------------|
| 5.0 | | EA - Each | |

Manufacturer: _____ Brand: _____
Make: _____ Packaging: _____

Item # 2: (10-10 - 15) brilliant white copy paper

UNSPSC Code: 10-10 - 15

| Qty | Unit Cost | UOM | Total Discount Amt. |
|------|-----------|-----------|---------------------|
| 10.0 | | CS - Case | |

Manufacturer: _____ Brand: _____
Make: _____ Packaging: _____

[Print Page](#) [Create Quote](#)

Directions

Step 10

The lower half of the page provides information about the grant opportunity available.

If the buyer enables the bid to allow for Bid Questions/Answers, upon selecting the Bid Q&A at bottom of screen you will be able to post your question. Read the language of the RFR for any special instructions/restrictions for the Bid Q&A.

Click **Create Quote** to begin

New Quote

[General](#) [Items](#) [Questions](#) [Subcontractors](#) [Notes](#) [Terms & Conditions](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Quote #: _____ Bid #: 0000146

Organization: Operational Services Division Description: Snow Man Party

Status: In progress Discount Percent: 0.0 %

Delivery Days: 0 Alternate Bid: ☐

Is 'No Bid?': ☐ Freight Terms: Freight Allowed

Shipping Terms: Cost and Freight Payment Terms: 10% Net 10

Ship Via Terms: Best Way

Promised Date: _____

Info Contact: _____

Comments: _____

Date Last Updated: _____ User Last Updated: _____

[Save & Continue](#)

Step 11

Review/complete the General Tab

The General Tab for a new quote is populated with some information from the bid. Fields available to update include:

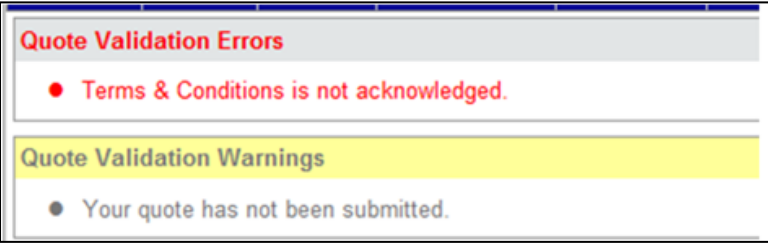
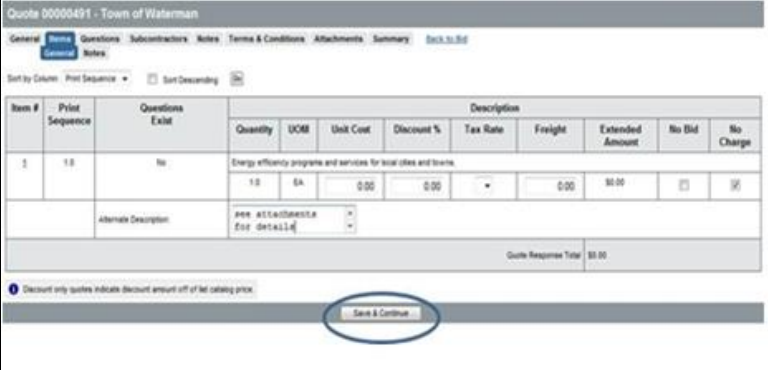

- Promised Date
- Info Contact
- Comments

Because this is a grant opportunity there may be little to update on this tab. However, the info contact box and the comments box allow the grantee to add info/comments for the buyer to view

Update as needed and click **Save & Continue** to save any changes and create a Quote Number.



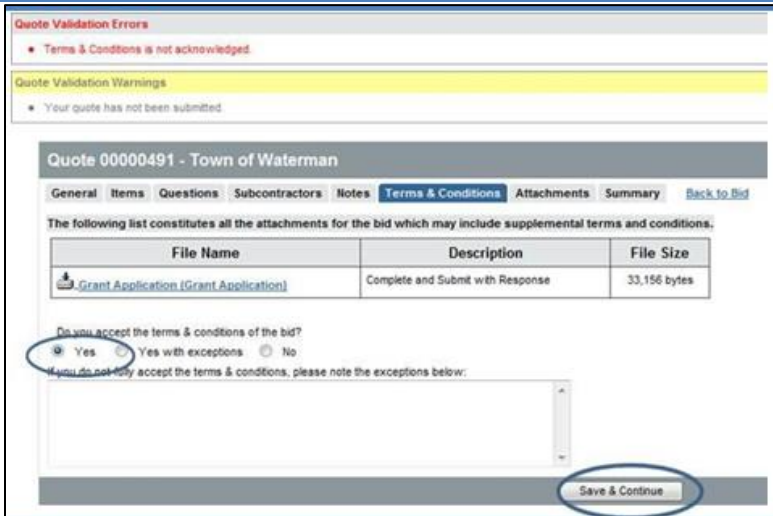
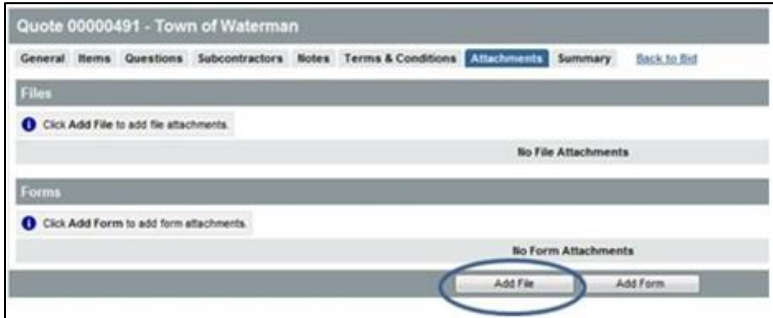
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|  | <p>Step 12</p> <p>The page refreshes and messages Display. Any message in Red is an error and must be resolved before the quote can be submitted. Any message in Yellow is only a warning and will allow processing to continue.</p> <p>The following messages are received:</p> <ul style="list-style-type: none"> Terms & Conditions is not acknowledged. To resolve this, click on the Terms & Conditions tab and accept the terms. Your quote has not been submitted – is just an information message. Processing can continue. |
|  | <p>Step 13</p> <p>The Items tab displays showing information about the requested items/services.</p> <ul style="list-style-type: none"> If item data is not required – select the “No Charge” indicator in the last column (if you do not edit this tab it will default to “NO BID”). Add a note to see attachment in the alternate description field OR follow direction in the Item description described by the buyer. The item opens. Input your quote information and click Save & Continue and select the Terms & Conditions tab. |
|  | <p>Step 14</p> <p>Review and answer questions on the Questions Tab.</p> <p>These questions <u>MAY</u> be required and/or <u>MAY</u> be used to <u>“qualify or disqualify”</u> during the evaluation process. It is the potential grantee’s responsibility to review and answer accordingly.</p> |

Job Aid:

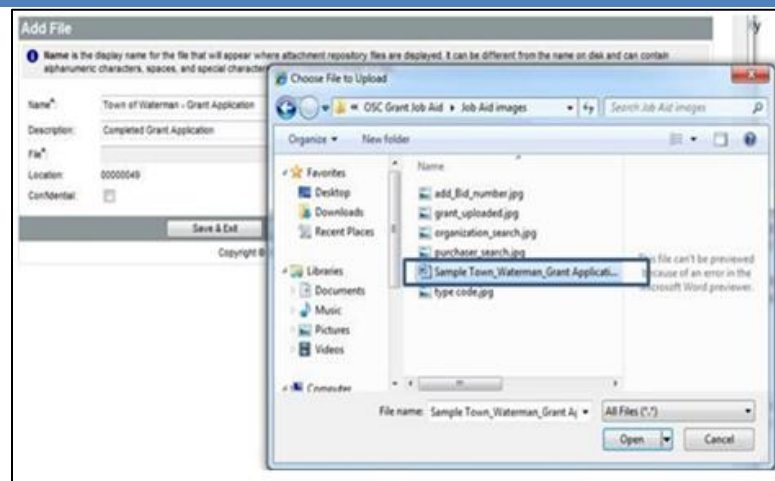
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|--|--|
|  | <p>Step 15</p> <p>Subcontractor Tab – NOT utilized at this time</p> <p>It is the potential grantee's responsibility to read the language of the Grant Application for language related to subcontracting.</p> |
|  | <p>Step 16</p> <p>Notes Tab – Allows the potential grantee to make a notation on the quote response that is only viewable by other sellers in the COMMBUYS Seller account.</p> |
|  | <p>Step 17</p> <p>Acknowledge/accept Terms and Conditions.</p> <ul style="list-style-type: none"> Click Yes to accept the terms and conditions. Click Save & Continue. Click the Attachments Tab |
|  | <p>Step 18</p> <p>The Attachments Tab allows the potential grantee to upload files and forms (files may be documents related to the bid that you have completed and need to attach to your response. Examples may be, completed grant application, Terms and Conditions, Electronic Funds Transfer form and other required forms.</p> |

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Screenshot



Directions

Step 19

There are a couple of steps to follow for adding a file. First you must name the file.

Name is the display name for the file that will appear when posted. It can be different from its saved location name and can contain alphanumeric characters, spaces and special characters up to a maximum length of 200.

The Description field allows you to briefly describe the file.

Select the Browse button to locate the file you wish to upload.

Select **Save and Exit** to proceed.

Step 20

Once you have uploaded all your files and forms and have selected Save and Exit to continue, you can view the list to ensure that all your intended documents display.

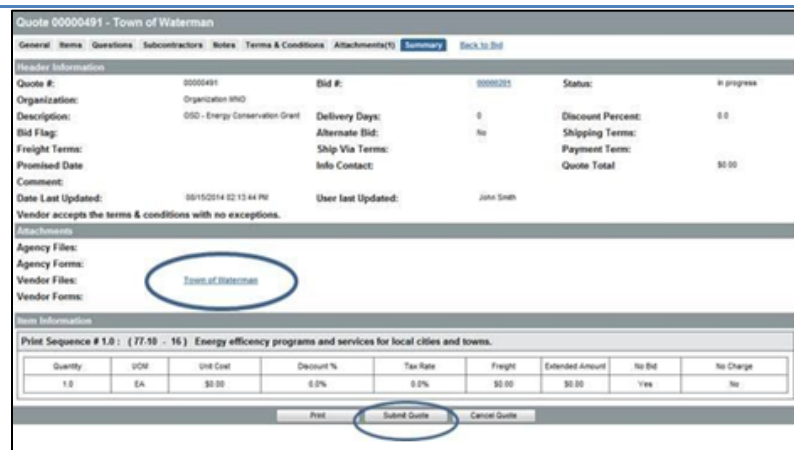
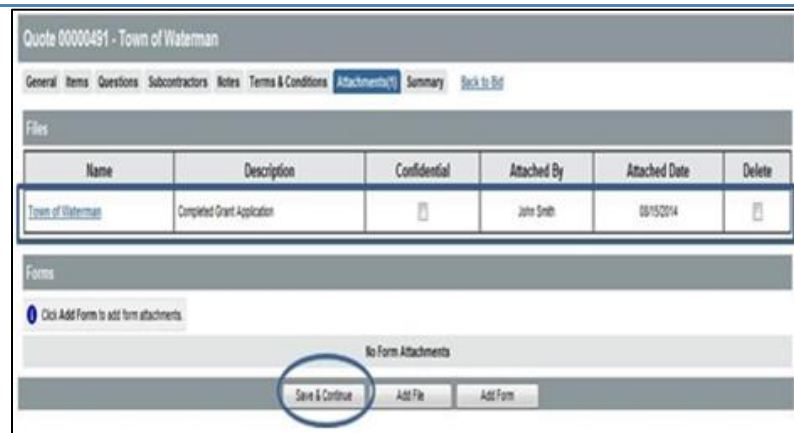
If you select the hyperlink under Name, you will be able to open the document. If you want to remove a document from the list, select the Delete box and click **Save & Continue**.

Select the **Summary Tab** to review and submit quote.

Step 21

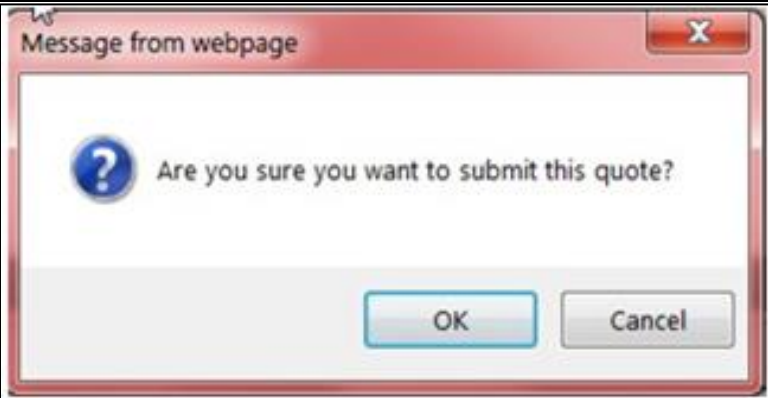
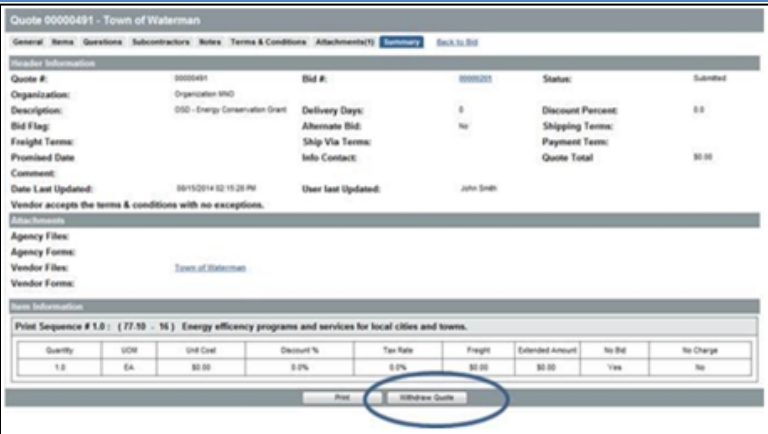
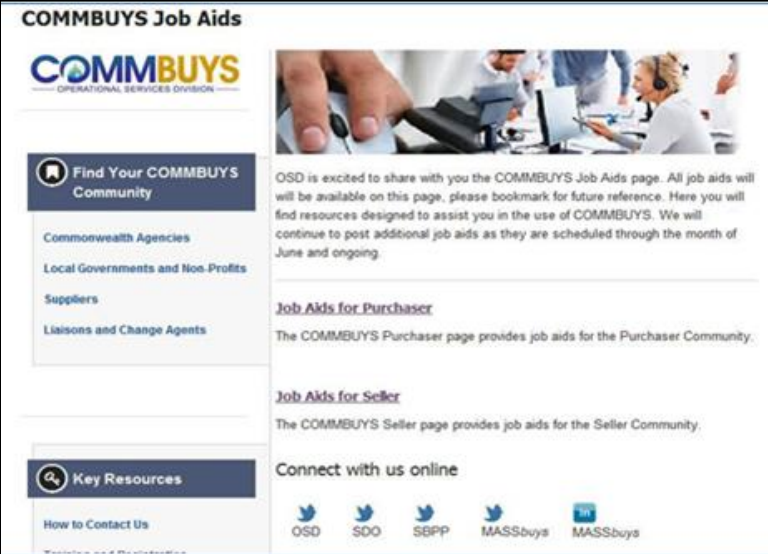
The Summary Tab displays.

- Review the bid. If needed, update.
- Click the Submit Quote button at the bottom of the page.



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| Screenshot | Directions |
|--|---|
|  | <p>Step 22</p> <p>Popup window will display asking for verification on quote submission.</p> <p>Click OK to submit the quote.</p> |
|  | <p>Step 23</p> <p>Summary tab redisplay with an updated status for the quote. It is now Submitted.</p> <p>From the summary tab of a bid, you can Withdraw Quote anytime up until it has been viewed by the Buyer or if the Opening Bid Deadline date has NOT passed.</p> |
|  | <p>Additional job aids can be found online in the COMMBUYS Resource Center.</p> <ul style="list-style-type: none"> Go to the OSD Webpage at www.mass.gov/osd. Select Learn More About COMMBUYS link. Select the COMMBUYS Job Aids link. Select the COMMBUYS Job Aids for Seller Link. <p>This Job Aid is also available as a presentation on OSD's YouTube Channel.</p> |



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|------------|---|
| | <p>Need to Register?</p> <p>See the job aid: "NEW Vendor Registration" or view the online recorded webcast for instructions and best practices for registering as a "NEW Vendor" in the COMMBUYS Market Center.</p> |